



August 18, 2016

**ADDENDUM NO. 001
REQUEST FOR PROPOSALS 2017-001
ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES**

Prospective proposers and all concerned are hereby notified of the following changes in the Request for Proposals document "On-Call Architectural and Engineering Services". These changes shall be incorporated in and shall become an integral part of the RFP documents.

Addendum Item No. 1

Request for Proposal Requirements - Delete Item No. 2 in its entirety and replace with:

CAA requires that the respondents keep the proposal to no more than five double sided (10 single sided) sided 8 ½ x 11 pages per discipline.

Addendum Item No. 2

Request for Proposal Requirements - Delete Item No. 3 in its entirety and replace with:

The following items are not considered part of the proposal page count:

- ***Table of contents;***
- ***Resumes must be no more than one page, single-sided. A maximum of five resumes per discipline are to be included;***
- ***Organizational Chart***
- ***Project sheets;***
- ***Dividers; and***
- ***Cover letter (two pages, single-sided maximum). Cover letters must clearly identify the discipline(s) your firm wishes to be considered for. Should you wish to be considered for multiple disciplines, proposals must be separated by a tab for each discipline. Proposers must include a phone number and e-mail address for the primary point of contact for this RFP.***

Addendum Item No. 3

Attached please find copies of answers to questions received prior to the established deadline. Please note if you do not see a response to any question(s) your firm submitted, then the question was not deemed a part of the technical process.

This Addendum No. 1 consists of four (4) page attachment.

All other terms and conditions of the RFP and Addendum No. 001 remain the same.

A handwritten signature in cursive script, reading "Laurie A. Sirois", is written over a horizontal line.

Laurie A. Sirois
Manager of Grants, Contracts and
Procurement

END OF ADDENDUM NO. 1

ATTACHMENT 'A'
ADDENDUM NO. 001
REQUEST FOR PROPOSALS 2017-001
ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES

QUESTIONS AND ANSWERS

1. I am inquiring about the subject project and whether it will be requiring any commissioning services. **No.**
2. We are interested in submitting on the RFP, however our firm is not currently licensed in Connecticut. Our proposed Project Manager is licensed in Connecticut. Does our lack of a firm license disqualify us? **Firms are required to be licensed in the State of Connecticut.**
3. Is there a separate process in place or planned for soliciting and procuring services from sub-consultants/specialty firms for specific projects or tasks relating back to this RFP? **No.** Or would this type of work be covered within the existing RFP with the selected On-Call A/E teams? **Yes.**
 - a. If the latter, will the Authority be accepting and considering proposals from specialty firms or are proposals required from A/E licensed firms only? **The CAA is accepting proposals from licensed firms.**
4. Would you have a copy of the most recent ACIP for the various CAA airports? **CAA is not releasing this information as part of the procurement process. You may however, solicit this as part of the Freedom of Information Act.**
5. Do you have a list of your existing consultants/sub-consultants for On-Call Services? **See Attachment B.**
6. If we submit on more than one discipline, should we submit a separate package for each or one overall proposal package that covers all of the disciplines, each with its own section? **CAA requires one proposal package with disciplines separated accordingly.**
7. The Request for Proposals Requirements states that the table of contents, cover letter, dividers, org chart, etc... count towards the five page limit for each discipline. **Please confirm whether all of those items fall within the 5 page limit as including this information in the five page limit. See Addendum Item Nos. 1 and 2.**
8. Selection criteria lists several other items that need to be included in the submittal including up to 5-one page resumes. Would this also be included in the five-page limit specified for each discipline? **See Addendum Item Nos. 1 and 2.**

9. On page 1 of the RFP under REQUEST FOR PROPOSALS REQUIREMENTS, Item 2 – Can you please clarify this requirement? **See Addendum Item No. 1.**
10. A maximum of 10 pages (5 double-sided sheets) are allowed, correct? **Yes. See Addendum Item Nos. 1 and 2.**
11. Question 2 – On page 1 of the RFP under REQUEST FOR PROPOSALS REQUIREMENTS, Item 3 – The bulleted items listed under Item 3 are NOT considered part of the proposal page count, correct? **See Addendum Item No. 2.**
12. Under Requests for Proposal Requirements, requirement number three, at the bottom of Page 1, lists the items that are to be included within the five page count. Should the statement be revised to read “The following items are not considered part of the proposal page count.” ? **See Addendum Item No. 2.**
13. Are insurance certificates and DBE certifications included within the five page count? **No.**
14. Are subconsultant resumes included within the maximum of five allowed resumes of key personnel? **Yes.**
15. Do the required lists (list of projects, most recent A/E assignments, references, sub-consultants with responsibilities and qualifications, and DBE firms with certification numbers and area of involvement) count toward the ten page total? **Yes.**
16. Do resumes and project sheets need to be Arial 12 point? **CAA prefers Arial 12 point or equal.**
17. Do need separate cover letters for each discipline? **No.**
18. How do the table of contents and dividers get counted? Are they considered a part of the 5 double-sided page limit for each discipline? **See Addendum Item No 2.**
19. Do we need to submit general firm information in each discipline, or can that be included before the discipline dividers? **General firm information is typically provided in the firm’s cover letter.**
20. Do we need to submit separate org charts for each discipline, or can we place one overall org chart before the discipline dividers? **Separate organization chart per discipline.** If so, how does that figure into the page count? **See Addendum Item No. 2.**

21. Do we need to include sub consultant and DBE info in each discipline, or can this be placed in a general section before the disciplines? **Subconsultant and DBE information is required for each discipline.** If so, how does that figure into the page count? **This is not part of the page count.**
22. How do the insurance information and forms get considered in the page count? Can we include that as an appendix that does not count towards pages? **See No. 13 above.**
23. There is some text on our project profiles that is 8pt, but the descriptions are 12pt. Is it OK to have some smaller text on the pages? **Yes.**
24. On page one, Request for Proposals Requirements, bullet 3: "Resumes must be no more than one page, single-sided. A maximum of five proposals per discipline are to be included;". Kindly clarify if is it five proposals or resumes per discipline? **See Addendum Item No. 2.**

ATTACHMENT 'B'

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LIST OF CURRENT ON-CALL CONSULTANTS

Airfield Consulting Services:

Hoyle Tanner & Associates;
Jacobs Engineering; and
McFarland-Johnson, Inc.

Architectural Services:

Fennick McCredie Architecture, Ltd; and
TranSystems, Inc.

Civil Engineering:

AI Engineers;
BL Companies; and
Clough Harbour & Associates

Mechanical, Electrical and Plumbing

Fuss & O'Neill;
RDK Engineers; and
STV Incorporated